

Office of New Reactors (NRO) – Enterprise Project Management (EPM)

EPM Steering Committee Charter

PURPOSE

The EPM Steering Committee (EPMSC) ensures that Office of New Reactors (NRO) user needs continue to be solicited, defined, and addressed throughout the implementation of EPM.

ACTIVITIES

The EPMSC does the following:

- Assesses user needs on a periodic basis to identify and prioritize improvements to EPM
- Reviews and approves all major changes to the EPM user interface
- Receives periodic updates on actions taken to address recommendations contained in the Work Process Improvement Team (WPIT) report as well as future recommendations
- Communicates with NRO management and staff on progress related to EPM improvements

AUTHORITY

The EPM Steering Committee, through its Executive Sponsor, reports to the Director, NRO on its activities.

The EPMSC is given authority by the Director, NRO to provide approval for user interface changes to the EPM system. This approval is one requirement for changes made under the EPM software change control process.

The EPMSC is given authority by the Director, NRO to obtain periodic briefings from NRO staff on EPM topics, as well as to survey NRO staff periodically to gauge progress in enhancing EPM.

The EPMSC does not have responsibility or authority for EPM resources or budget.

SCOPE

The EPM Steering Committee focuses on end users' interface with EPM tools, defined below.

- **"End users"** are defined as the NRO staff and management who use EPM tools (e.g., technical reviewers, inspectors, PMs, Branch Chiefs, managers).
- **"Interface"** in this context means viewing, reporting on, and requesting changes to data found in the EPM system.
- **"EPM tools"** includes the tools in the Scheduling tab in EPM (<http://epm.nrc.gov>); specifically, My Tasks, the Project Center, and the Resource Center. The term "EPM tools" is also used to refer to reports that draw on EPM data (e.g., Crystal Reports, project performance dashboards).

MEMBERSHIP

The members of the EPMSC are selected by NRO management to provide a vertical and horizontal cross section of NRO EPM users with a level of independence from the current EPM organization. The initial membership listed below is as of the date the charter is effective. If a

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member leaves the committee, they will be replaced with other staff with the intent to maintain the cross-functional makeup of the team.

- Theresa Clark, DSRA TA
- Samantha Crane, DCIP Inspector
- Jennifer Dixon-Herrity, DE BC
- Tami Dozier, DSER Reviewer
- Hossein Hamzehee, DNRL BC
- Greg Hatchett, DSER BC
- Michelle Hayes, DSRA Reviewer
- Stacy Joseph, DNRL PM
- Mark Lombard, Executive Sponsor
- Stu Magruder, ARP BC
- Ed Roach, DCIP BC
- Thomas Scarbrough, DE Reviewer
- Sue Strosnider, PMDA PA

MEETINGS

The EPMSC meets at least quarterly or as agreed-upon by the members. A quorum is defined as 75 percent of the members being present. Items brought before the EPMSC will be voted on by the members in attendance. Committee decisions require a minimum 51% majority of all members for approval (e.g., 7 of 13 members vote to approve). Meeting minutes will be maintained to document activities and decisions.

TIME PERIOD OF ACTIVITY

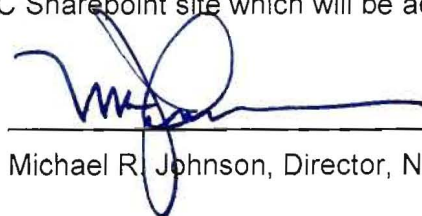
The need for an EPMSC is ongoing to ensure continued functionality and improvement of EPM as used in NRO. This charter will be reviewed periodically for necessary scope adjustments.

COMMUNICATIONS

The members of the EPMSC are expected to serve as the advocates for the EPM enhancement activities, including updating their peer groups on plans and progress. This communication will continue informally. In addition, the EPMSC will take advantage of formal communication opportunities, including the following, to help NRO users to stay abreast of changes to EPM:

- NRO Web site news postings targeted at least quarterly
- Presentations at division and office all-hands meetings, visiting each division through one of the venues targeted at least every six months
- Presentations to NRO management at program meetings, at least every six months
- EPMSC Sharepoint site which will be accessible by all NRO staff

Approved:


Michael R. Johnson, Director, NRO

8/12/14

Date